

JOHNSON COUNTY LAW LIBRARY USE POLICY AND GUIDELINES

Authority: *This Policy and related Law Library Use Guidelines are authorized by section 20-3127 of the Kansas Statutes Annotated.*

The Law Library exists for the purpose of providing legal research materials and services for registered attorneys and for non-attorney litigants, pursuant to K.S.A. 20-3126. The Law Library is not a general purpose public library. Patrons who fail to adhere to the JCLL policy or guidelines following a request to do so will be asked to leave.

Librarians and staff at the Law Library are not able to give legal advice, select or fill out forms, write briefs or memorandum, or conduct any research for you. Because we are not lawyers, we cannot give you answers to your legal questions. *We strongly recommend anyone anticipating taking legal action, or considering if a legal action is appropriate, to consult an attorney.*

A. GUIDELINES ON USE

1. The books, materials, equipment and services of the Johnson County Law Library (JCLL) are for the purpose of allowing patrons to conduct legal research and to support the operations of the Johnson County District Court.
2. Patrons shall not engage in activities that violate federal, state or local law or regulation.
3. No patron shall remain in the JCLL after being asked to leave.
4. Children under the age of 16 must be accompanied and supervised by an adult.
5. Patrons shall not disturb other patrons in any manner, including asking others for legal advice or assistance. Assistance using the library is available from any JCLL staff member.
6. The use of cell phones, handheld tablets, laptop computers, and similar electronic equipment is permitted to the extent that such use does not disturb any other patrons.
7. Patrons may not solicit, panhandle, or sleep in the Law Library and must comply with all Johnson County building regulations and with all applicable court rules, judicial administrative orders, and Sheriff's rules and regulations.
8. Any patron whose conduct or person is offensive to a reasonable person so as to constitute a nuisance to other patrons or JCLL staff, will be required to leave the library.
9. Smoking and the use of other tobacco products, including electronic cigarettes and similar products, are not permitted.
10. Permission in advance is required to conduct JCLL tours or to use JCLL facilities for classes.

B. NETWORK, COMPUTER AND INTERNET GUIDELINES

The following guidelines apply to network and Internet use at the Johnson County Law Library (JCLL). The JCLL does not vouch for the accuracy, completeness, or timeliness of information obtained through the Internet. Verifying the accuracy of information is the responsibility of the originator or producer, and assessing accuracy and timeliness of information is the responsibility of the user. The guidelines of the JCLL regarding the use of this computer includes but is not limited to the following:

It is unacceptable to use the Johnson County Law Library computers, network, or Internet access in any of the following ways:

1. For any purpose that violates applicable federal, state, or local laws and regulations including copyright laws and regulations.
2. For downloading software, executable files, databases, and similar "live" technology to JCLL computer or network disk drives.
3. For recreational use, e.g. watching videos, computer games, online shopping or similar activities.
4. In a manner that destroys or damages equipment, software, or data belonging to the JCLL.
5. In a manner that disrupts or interferes with Johnson County, the District Court, or JCLL network services.
6. In a manner that disrupts or interferes with other JCLL computer users. This includes, but is not limited to: harassment of others, or displaying or printing text or graphics that may reasonably be construed as offensive to others.

Limitations on Use:

1. Use of the law library's public computers and internet is reserved for law related activities. Three terminals dedicated to Westlaw are for Westlaw use only (and ancillary usage related to Westlaw such as emailing case law, etc.). The terminal dedicated to the Bradley software is restricted to its use only.
2. The Library may place limitations on the time and manner in which these resources are used. Patrons may be asked to leave a computer if: staff determines that the computer is not being used for law related activities; or to ensure equitable access to computer resources for all patrons.
3. The JCLL does not offer e-mail accounts. Patrons may use the JCLL computers to check or send e-mail on an existing remote account (Gmail, Yahoo e.g.) *incidental to their legal research and court-related activities.*
4. Children under the age of 16 may not use the JCLL computers unless accompanied by an adult.

C. VIOLATION OF THESE GUIDELINES:

1. Patrons violating these guidelines will be advised of the JCLL's guidelines for use and will be asked to comply. A failure to comply may be considered a violation of the JCLL's Use Policy. Patrons whose actions violate any of these rules may be: (1) asked to leave the Law Library; (2) removed from the Law Library by courthouse security; or (3) banned from using or being present in the Law Library. Repeated violations will result in a permanent ban from the JCLL.
2. The JCLL reserves the right to terminate network connections for users who repeat a violation of these guidelines after a previous warning, prohibit those users who violate these guidelines from future access to or use of the library's network services, and revoke all library privileges for those users who violate these guidelines.

D. DISCRETION OF THE LAW LIBRARY DIRECTOR

No policy can address all potential circumstances that may require a patron to be asked to leave the JCLL or be prohibited from using the JCLL. The Law Library Director or the Director's designee reserves the right to address such circumstances on a case by case basis, including but not limited to, disruptive and harassing behavior, requests for privileges, and the use of any JCLL facilities, equipment, or materials.

Failure to Comply

Law Library staff is authorized to determine what constitutes unauthorized behavior or violation of the rules. Failure to comply with the JCLL rules or the directives of the Law Library staff, or to cooperate with the staff in their enforcement of these rules, may result in the loss or suspension of JCLL privileges, including but not limited to temporary or permanent removal from the JCLL premises. The Director of the JCLL or the Director's designee may determine the length of the temporary suspension of library privileges. Temporary suspension may be up to one year. Refusal to abide by the decision of the Director or the Director's designee may subject the person to prosecution under Section 21-5922 of the Kansas Statutes Annotated.

E. APPEALS

Any person who has been banned from the Library for a period of 10 or more days for failure to comply with the provisions of these guidelines, may file an appeal with the Board of Trustees. Such appeal shall be in writing and shall be submitted within 10 business days of the date of the incident report and shall contain a brief description of the reasons for the appeal and why the ban should be modified or overturned. Until the Board of Trustees takes up the appeal, the decision of the Director stands. The Board of Trustees, in coordination with the Law Library Director, shall review the appeal or complaint and take such action as the Board deems appropriate to resolve or decide the dispute. Such action or decision shall be consistent with the provisions of the Law Library Policy and any related procedures and guidelines. The Board of Trustees' decision shall be final.

Adopted by the Board of Trustees, Johnson County Law Library, January 17, 2018.